

**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE
CITY OF GEORGETOWN**

On the 25th day of June 2015 at 3:00 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

- Item 1. The Chairman called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present: Commissioner Cruz, Commissioner Todd, Commissioner Schwab, Commissioner Poisson, and Commissioner Raper. Commissioner Pope and Commissioner Gavurnik were not present. Other present were: Auditor, Becky Miles, Jennifer Bills, City of Georgetown, Meredith Turcotte, with Atchley and Associates, Inc., and Attorney Tom O'Leary with Hudson & O'Leary, Attorneys at Law.
- Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.
- Item 3. Public Comment – There was no public comment.

Consent Agenda: The Statutory Consent Agenda includes non-controversial and routine items that the Board may act on with one single vote. A Board member may pull any item from the Consent Agenda in order that the Board discuss and act upon it individually as part of the Regular Agenda.

- Item 4. Discussion, Consideration and Possible Action to approve the minutes of the May 28th meeting, Nikki Brennan, Executive Director
- Item 5. Discussion, Consideration and Possible Action to accept the Departmental Reports, Nikki Brennan, Executive Director
- a. Stonehaven Monthly Report: Prior Month Delinquent Rents and Security Deposits, Reexaminations Past Due, Vacancies by Bedroom Size, Waiting list by Bedroom Size, Move-Ins, Move-Outs, Work Orders
 - b. Shady Oaks Monthly Report: Prior Month Delinquent Rents and Security Deposits, Reexaminations Past Due, Vacancies by Bedroom Size, Waiting list by Bedroom Size, Move-Ins, Move-Outs, Work Orders
 - c. Resident Services Monthly Report: Prior Month Count of Activities in Direct Services, Agency Services, Activities, Administrative Contacts, Family Self-Sufficiency, Community Service
 - d. Section 8 Monthly Reports: Prior Month Reexaminations Past Due, Delinquent Inspections, Vouchers, Waiting List, New Admissions, Port-Ins, Port-Outs, Hard to House, Termination of Assistance
 - e. Maintenance Department Monthly Report (Stonehaven and Shady Oaks): Prior Month Vacant Units by Address, Work Orders
 - f. Board Attendance Report
 - g. Director of Housing Operations Report
 - h. Executive Director's Monthly Report
 - i. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8 Investment Report- Summary of cash accts and investments.

Commissioner Schwab inquired about the manager position at Shady Oaks; ED Brennan stated that the previous manager had resigned because he found another job. She also stated that they have had qualified people apply and interviewed, some very qualified candidates but some of the candidates were asking for \$50,000.00 salary, which is not in our budget, others interviewed and did not seem to be the right fit for the position. After discussion the following motion was made:

Motion: *Commissioner Todd made a motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Poisson seconded this motion, and this motion passed unanimously, 5/0.*

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Regular Agenda: The Board will individually consider and possibly take action on any or all of the following items:

Item 6. Discussion, Consideration and Possible Action to discuss the audit of the financial statements of the Georgetown Housing Authority for the year ended September 30, 2014 by Elizabeth A. Miles, CPA – Nikki Brennan, Executive Director

Ms. Elizabeth A. Miles, CPA, addressed the Board to go over the 2014 Audit with them and highlight information as well as making herself available for any questions that the Board might have. She stated that the books are in great shape, there were no audit findings and everything looks good. She proceeded to go over the Audit report itself and to highlight main points to the Board. This was an informational item only.

Motion: *No motion needed*

Item 7. Discussion, Consideration and Possible Action to adopt a Records Management Policy – Nikki Brennan, ED
Resolution 603

ED Brennan stated that at the Attorney's suggestion GHA needs to establish a record management policy. She submitted a draft policy to him for his review to make sure that it met regulations, and if the Board sees it fit we will adopt this policy. At the present time GHA has kept pretty much every record. Outdated documents will need to be disposed of properly.

Motion: *Commissioner Poisson made a motion to approve Resolution 603, Commissioner Schwab seconded the Motion, and the motion passed unanimously, 5/0.*

Item 8. Discussion, Consideration and Possible Action to approve a revision to the House Rules & Regulations Addendum to Lease– Nikki Brennan, Executive Director

ED Brennan stated that the reason that GHA needs a policy revision is to communicate basically a clearer policy regarding the planting of gardens around GHA. She stated that this policy revision is not due to any particular resident or case, and that is not why she wants to implement this. She is seeing that resident gardens are going up all over the place and GHA does not have anything clear in policy, to let residents know what they can or cannot do in this regard. She felt that it is important to revise this policy and send to residents a notification in writing about the change in policy and they will be given 30 days to reply if they want to give their comments.

GHA Procedure for many years has been for residents to ask management for permission to plant, but in later years residents have not been asking for prior permission from management, maybe because of not proper inspections as often as we should have, which they have talked about in staff meetings and will do that on regular basis moving forward, we are seeing more than 3 feet from the building some residents are building bigger gardens, and planting permanent trees and this adds to the work that maintenance has to do during mowing. So we need to set some guidelines so residents know what they can and cannot do.

The following is the proposed change to be implemented to make this policy more clear to residents in this respect, Item 14 of the Rules and Regulations policy:

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“Tenant may plant annual flowers and small plants alongside their unit areas of the buildings. Such flowers and plants must be kept within 36 inches or 3 feet of the buildings and may not grow beyond that boundary. The tenant must properly maintain the flower bed that they plant. No plants may grow on the walls of the building. Tenant is not allowed to plant trees, shrubs, or large plants. No landscape alteration or addition to any apartment yard area or common areas may be made without the prior approval of management. If management determines a violation has occurred, tenant shall be given 30 days to correct the violation. If tenant fails to correct the violation, management will have the violation removed and an additional maintenance charge of \$100.00 will be assessed upon the Tenant.”

ED Brennan stated that because of these extra over the 36 inch boundary, she feels it needs to be grandfathered in from the day forward this policy goes into effect. ED Brennan also stated that deciding who will get grandfathered in will be a difficult decision due to the variation in gardening styles of the residents. ED Brennan also stated that some residents wanted to make permanent changes to common areas and we need to get information to them letting them know what is and is not allowed and that they must get prior management approval. The Board members, ED and legal counsel contributed their comments and input to the discussion and they proceeded to direct the ED to post notice on website, at the office and in newsletter to send to all residents. This item will be placed on next month’s agenda.

Motion: No motion was made.

Item 9. Discussion, Consideration and Possible Action to revise the Procurement Policy – Nikki Brennan, Executive Director
Resolution 605

ED Brennan presented to Board HUD’s new regulations for procurement and deadline to discontinue current guidelines and adopt new ones is December 31, 2015. There are two major changes: (a) the previous level for the Micro Threshold increases from \$2,000 to \$3,000; and (b) the Small Threshold, in increasing from \$100,000 to \$150,000. She is asked the Board to approve the revised policy as requested by HUD. The following motion was made:

Motion: Commissioner Poisson made a motion to approve Resolution 605, Commissioner Todd seconded the Motion, and the motion passed unanimously, 5/0.

Item 10. Discussion regarding the Executive Director’s annual performance evaluation.

ED Brennan provided the Board with her self-review and blank evaluation form for the ED. Board needs to fill out the evaluation form and according to policy give completed one to Chairperson and distribute out to all board members. All comments are to be combined into one form. There is no motion needed on this item.

Motion: No motion was needed.

Item 11. Adjournment

Motion: Commissioner Poisson made a motion to adjourn, Commissioner Schwab seconded the Motion, and the motion passed unanimously, 5/0. The Chairman thereby declared the meeting adjourned at 4:08 p.m.